

**CITY OF BURLINGTON**  
**Department of Human Resources**

**Notice of Request for Credit Report**

I hereby certify that the City of Burlington has informed me that a copy of my credit report may be requested to be considered with other information obtained during the hiring process as part of the city's procedure to fill the position for which I am applying. Furthermore, I hereby authorize the City of Burlington to obtain a copy of my credit report if deemed necessary.

I understand that my credit report will not be used in violation of applicable federal or state employment opportunity laws and regulations. I further understand that prior to the City of Burlington taking any adverse action against my application, based in whole or in part of information contained in my credit report, that the city will provide me with a copy of my credit report and a description of my rights under the Fair Credit Reporting Act, as prescribed by the Federal Trade Commission.

Name (please print) \_\_\_\_\_

Name (signature) \_\_\_\_\_

Date \_\_\_\_\_